GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ESTABLISHMENT – Panchayat Secretaries – Posting of Panchayat Secretaries to each Gram Panchayat – Entrusting the powers / functions and duties for Gram Panchayat Administration to the Grade-V Panchayat Secretaries posted in the Gram Panchayats – **Guidelines and Orders** – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (MDL-I) DEPARTMENT

G.O.Ms.No.11 **Dated: 15.02.2024.**

Read :-

From the Commissioner, PR &RD, Tadepalli, Guntur, e-file No.1852894.

*****

ORDER :

Whereas, at present there is only one Panchayat Secretary to a Group of Villages, service delivery is getting affected and Gram Panchayat Administration is being hampered. The Panchayat Secretaries are also facing hardship as they have to look after administrative matters of more than one Gram Panchayat in the Cluster as well functions of Village Secretariats. Therefore, the Government desires that each Gram Panchayat shall be equipped with one Panchayat Secretary to reach out to the public, for effective Service Delivery and for better coordination between Gram Panchayat and Village Secretariats.

2. Government after careful examination of the matter, considered the issues and hereby ordered as follows:-

I. Each Gram Panchayat having population more than 500, shall be equipped with one Panchayat Secretary along with DDO Powers by adhering to the following guidelines.

II. The existing Grade-I to Grade-IV Panchayat Secretaries working in different Panchayat Clusters are continued as Panchayat Secretary in their respective cluster Headquarter Gram Panchayat along with DDO powers for that particular Gram Panchayat.

III. If any such Cluster Head Quarter Gram Panchayat was merged into Municipality or upgraded as Nagar Panchayat, the Panchayat Secretaries Grade-I to Grade -IV working in such Gram Panchayat, shall be posted in another vacant Gram Panchayat within the same cluster having the highest population along with DDO powers for that Gram Panchayat.

IV. The existing Grade-IV (Additional Cadre Strength) Panchayat Secretaries working in the Gram Panchayats within the Cluster shall be continued in the same Gram Panchayat, where they are working at present and they shall act as DDO for that Gram Panchayat.

V. Grade-V Panchayat Secretaries shall be posted as follows:-

a. If, Cluster Headquarter Grama Panchayats co-terminus with Village Secretariat, then, Grade V Panchayat Secretary working in such Village Secretariat shall be posted to nearest vacant Gram Panchayat.

b. If, Grama Panchayat other than Cluster Headquarters is co-terminus with Village Secretariat, then Grade V Panchayat Secretary working in the village secretariat, shall be posted in same Gram Panchayat, if it is vacant. If the Gram Panchayat is already filled with Grade-I to Grade-IV Panchayat Secretary, he/she shall be posted in the nearest vacant Gram Panchayat with DDO Powers for that Gram Panchayat.

c. If other than Cluster Headquarter Gram Panchayat has more than one Village Secretariats, then, Grade-V Panchayat Secretary working in the 1st Village Secretariat shall be posted as Panchayat Secretary in that Gram Panchayat, if vacant. Otherwise he shall be posted to the nearest Gram Panchayat. Grade-V Panchayat Secretaries working in other Village Secretariats (Additional Secretariats) shall remain as Functionary in that Village Secretariat without DDO powers.

P.T.O

VI. Grade-V Panchayat Secretaries posted in the Gram Panchayats shall be assigned with the Powers of DDO for the drawl of salaries to the staff and other expenditure for the Administration of Gram Panchayats and all Village Secretariats within the Gram Panchayat.

VII. The Grade-V Panchayat Secretaries, on their posting as Panchayat Secretary to Gram Panchayat are entrusted with the powers / functions and duties that are being exercised/ executed by Grade-I to Grade-IV Panchayat Secretaries in the Gram Panchayat administration.

VIII. Where Gram Panchayat and Village Secretariat are co-terminous (One Gram Panchayat having one Village Secretariat) the Panchayat Secretary posted in the Gram Panchayat shall act as DDO for the Gram Panchayat as well as the Village Secretariat.

IX. Wherever a Gram Panchayat having more than one Secretariat (One Gram Panchayat = more than one Village Secretariat), Panchayat Secretary, posted in that Gram Panchayat shall act as Functionary for Village Secretariat-I and he/she shall also act as DDO for all the Village Secretariats in the same Gram Panchayat. Grade-V Panchayat Secretaries working in remaining village Secretariats within the same Gram Panchayat shall continue as Village Secretariat functionaries without DDO powers.

X. In case of Village Secretariat having more than one Gram Panchayat, the Panchayat Secretary of the Gram Panchayat where the Village Secretariat is located shall act as DDO and Functionary for that Village Secretariat. In the remaining Gram Panchayats, having more than 500 population separate Panchayat Secretary shall be posted with DDO powers for that Gram Panchayat.

XI. In case of the Gram Panchayat having less than 500 population, the Panchayat Secretary working in the nearest Geographically contiguous Gram Panchayat shall also act as Panchayat Secretary for that Gram Panchayat (having less than 500 population) to carryout the Administration of that Gram Panchayat, as it is not feasible to post Panchayat Secretary to the Gram Panchayats having less than 500 population.

3. The Commissioner, Panchayat Raj & Rural Development, Guntur is, therefore, requested to take immediate necessary action in the matter.

4. This order issued with the concurrence of the Finance Dept vide their U.O.No.1865443 /HR.II/FIN01-HR0PDPP(RRD)/172/2022. Dt:12.02.2024.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B.RAJSEKHAR
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, PR&RD, A.P. Tadepalli, Guntur District.

Copy to:
The Department of GV/WV & VS/ WS,AP. Secretariat, Velagapudi.
All the District Collectors in the State of A.P.
All the District Panchayat Officers in the State of A.P.
The PS to Hon'ble Chief Minister.
The P.S to Deputy Chief Minister (PR&RD)
The General Administration (Cabinet/Election/ser)Department.
The Finance (HR-II) Department.
The P.S to Special Chief Secretary to Government PR&RD Dept.
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER